**External Assessor Appointment Form**

**To be completed by PL/DoP/ULT as appropriate**

|  |
| --- |
| 1. **Details of Event**
 |
| Name of Programme(s) |  |
| Collaborative Partner (if applicable) |  |
| Date of Event |  |
| Programme Leader/University Link Tutor name |  |

|  |
| --- |
| 1. **Details of Proposed External Assessor (EA)**
 |
| Name of EA |  |
| Current job title/role (please include NMC Pin number, if appropriate) |  |
| Title (e.g. Dr/Mr/Mrs/Ms) |  |
| Institution/company |  |
| Telephone number |  |
| Email |  |
| Please indicate how you plan on claiming your fees/ expenses. | [ ] Submission of an External Payroll Payment (EPP) form (you will be paid via our payroll with tax and NI deducted)[ ] Submission of an invoice (self-employed) |

|  |
| --- |
| 1. **Please provide a brief rationale for proposed EA appointment**
 |
|  |
| 1. **Adherence to LQEH guidance**
 | **Response** |
| 1. Please confirm that you have considered the criteria for appointing external assessors as published in the MU LQE Handbook (Guidance 3viii)
 | [ ]  Yes[ ]  No  |
| 1. Are there any current or recent connections between the proposed External Assessor and a member of the programme team which may cause a conflict of interest?
 |  |
| 1. Has the proposed EA worked for MU or a collaborative partner during the past three years
 | [ ]  Yes[ ]  No If yes, please provide details: |
| 1. Would the appointment create a conflict of interest?
 | [ ]  Yes[ ]  No If yes, please provide details: |
| 1. The EA understands that any appointment will be subject to a satisfactory Right to Work check being undertaken.
 | [ ]  Yes[ ]  No  |

|  |
| --- |
| 1. **Please confirm the following are attached**
 |
| 1. CV of proposed EA
 | [ ]  Yes[ ]  No\* \* If no, your appointment might not be approved  |

|  |
| --- |
| 1. **Outcome (please tick as appropriate and save the email or signed form)**
 |
| Approved (by Deputy Dean or nominee) | [ ]  |
| Not approved (please provide rationale) | [ ]  |

**An External Assessor's permanent residence must be located in the UK, they must also be eligible to work in the UK and complete the appropriate right to work requirements for the university.**